

MINUTES OF THE MEETING

DATE: 28 May 2014

**PLACE: 1511 Pontiac Avenue, Building 68-1 Conference Room,
Cranston, RI**

**MEMBERS PRESENT Vice-Chair Pilz, Secretary Sara Bradford, and
Member John Carter**

**MEMBER ABSENT: Chair Michael Dowhan and Member Margaret E.
Ryan**

OTHERS PRESENT: Mrs. Dawne Broadfield, Board Executive

**(1) CALL TO ORDER – Vice-Chair Pilz called the meeting to order at
2:06 p.m.**

(2) APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING(S)

**Member Carter moved to approve the 23 April 2014 open meeting
minutes. Secretary Bradford seconded. Motion passed, three (3) in
favor, two (2) absent. Voting in favor were Vice-Chair Pilz, Secretary
Bradford, and Member Carter. Chair Dowhan and Member Ryan were
absent from the vote.**

**Secretary Bradford moved to approve the 23 April 2014 executive
meeting minutes. Member Carter seconded. Motion passed, three (3)
in favor, two (2) absent. Voting in favor were Vice-Chair Pilz,
Secretary Bradford, and Member Carter. Chair Dowhan and Member**

Ryan were absent from the vote.

(3) APPLICATIONS

LA Registration by Initial Registration (RI State Supplemental Exam – PENDING)

1. Jeffrey William Bittenbender

Vice-Chair Pilz moved to approve Jeffrey William Bittenbender to take the RI State Supplemental Exam (RI SSE) and that the Board expedite the approval letter for payment. Secretary Bradford seconded. Motion passed, three (3) in favor, two (2) absent. Voting in favor were Vice-Chair Pilz, Secretary Bradford, and Member Carter. Chair Dowhan and Member Ryan were absent from the vote.

LA COA APPLICATIONS:

Amended COA Applications

(1) Searle and Searle, COA #LA.0020025-COA

(Change in Responsible Charge – Removing Cecelia Searle, RI LA #29)

(Name Change from: Searle and Searle to: Colgate M. Searle, Jr. DBA Searle and Searle)

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Vice-Chair Pilz moved to approve the amended COA application for a name change from Searle and Searle to Colgate M. Searle, Jr. DBA Searle and Searle, COA #LA.0020025-COA and the change in

responsible charge removing Cecelia Searle, RI LA #29. Member Carter seconded. Motion passed, three (3) in favor, two (2) absent. Voting in favor were Vice-Chair Pilz, Secretary Bradford, and Member Carter. Chair Dowhan and Member Ryan were absent from the vote.

(2) Wagner Hodgson, Inc., COA #LA.0023117-COA

(Name Change from: H. Keith Wagner Partnership)

Vice-Chair Pilz moved to approve the amended COA application for a name change from H. Keith Wagner Partnership to Wagner Hodgson, Inc. pending receipt of a Certificate of Good Standing from the Rhode Island Secretary of State's office. Secretary Bradford seconded. Motion passed, three (3) in favor, two (2) absent. Voting in favor were Vice-Chair Pilz, Secretary Bradford, and Member Carter. Chair Dowhan and Member Ryan were absent from the vote.

(4) OLD BUSINESS

1. Rules and Regulations

The Rules and Regulations document is pending final review by the Board. Vice-Chair Pilz will coordinate scheduling a workshop and report back to Mrs. Broadfield with the date, time and location for posting in accordance with the open meetings act.

2. State Annual Building Officials Meeting

Member Carter will circulate the draft that he will be presenting to the Building Officials to the Board for review and comment. This item is continued.

3. CLARB's requirement for candidates to maintain a Council record in order to have

exam results released to the state

It was determined not to continue any more discussion and closed this matter.

4. Certificate of Registration (COR) – (For Member Input)

The Board again reviewed the wall certificate and pocket license that is now issued in the new e-licensing system and made further changes. The changes will be sent to the Information Technology (IT) department to be made. The Board continued this matter to review the changes.

5. RI State Supplemental Exam (RI SSE) Study Materials

The RI SSE will be administered on June 17, 2014 by Vice-Chair Pilz and Secretary Bradford. The matter of the study materials list of topics is tabled for further review.

(5) NEW BUSINESS

1. Invasive Management Workshop – Brought by John Carter

Member Carter informed the Board of a two (2) day “invasive management workshop” being offered by the University of Rhode Island (URI). Member Carter will draft a letter outlining the requirement indicating when plans need to be stamped by a registered landscape architect. The draft letter will be circulated for Board review and comment. Then, the final letter will be sent to URI.

2. Next meeting – 25 June 2014

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(6) CORRESPONDENCE

- 1. CLARB April and May 2014 Member Board E-News – So noted**
- 2. RIASLA (Rhode Island American Society of Landscape Architects) – Chapter News – May – June 2014 – So noted.**

(7) EXECUTIVE SESSION

The Board did not convene into Executive Session, since there is nothing new to report.

(8) ADJOURNMENT

Vice-Chair Pilz moved to adjourn the meeting at 3:25 p.m. Secretary Bradford seconded. Motion passed, three (3) in favor, two (2) absent. Voting in favor were Vice-Chair Pilz, Secretary Bradford, and Member Carter. Chair Dowhan and Member Ryan were absent from the vote.

